



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

November 11, 2014 7:00 PM

Clark County Mosquito Control
8115 NE. St. Johns, Bldg. P
Vancouver, WA 98662

1.0 – OPENING OF MEETING

1.1 Call to order

Meeting called to order at 7:03 pm by Board President, Linda Dietzman.

1.2 Roll call

Board members present; Linda Dietzman, Earl Fleck, Paul Greenlee, Wade Holbrook, Trudy Linson and Chris Regan.

Board members absent Roger Seekins, Suzanne Levis, Greg Walter and Josh Karl.

Others present: Steve Kessler, Holly Barnfather, John Jacobson and Rebecca Baxter

1.3 Review / approval of minutes

Motion to approve the August 12, 2014, Board of Trustees minutes, seconded, motion passed.

1.4 Review / approval of agenda

Motion to approve revised November 11, 2014 agenda was made; seconded, motion passed.

2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors – Rebecca Baxter OAll, Clark County Public Health

2.2 Citizen comments – none

3.0 – BOARD UPDATE

3.1 No board updates

4.0 – BOARD CORRESPONDENCE

4.1 Appointment Letter for Ridgefield jurisdiction, Greg Walter. – Board expressed appreciation in finally having this position filled.

4.2 Vacancy for Commissioner District #2 – Board discussed the differences between the City Appointments and the County Commissioner appointments.

Steve plans to call to speak with Roger Seekins to determine if he plans on renewing his appointment for District #2 and if so, Roger to send in letter of interest for the position.

5.0 – FINANCIAL REPORT

5.1 Third Quarter 2014 Revenue and Expenditure Report – Reviewed Third Quarter 2014 Expenditure Report.

5.1.1 Comment that they are running in the black and may want to look at increasing emergency fund and equipment replacement fund. Holly noted that pay increases are going to be a big expenditure coming up in the new year and that a new Argo may be needed next year. Comment on education/training is low for the year. Steve mentioned that they didn't send anyone to the conference this year due to the conference location being further than they anticipated. Steve also mentioned that the board does/can attend the conference. Linda requested a notification of where the next conference will be held at in 2015 to see if any board members would like to attend.

5.1.2 Board moved to approve the July 1, 2014 – September 30, 2014 expenditure report, seconded, motion passed.

5.2 Approval of July - September, 2014 expenditures - Motion to approve the July 1, 2014 – September 30, 2014 warrant register, seconded, motion passed.

6.0 – OPERATIONS MANAGER REPORT

6.1 Updates – Steve Kessler, Operation Manager, reports that everything is up to date and nothing new to report from the field.

6.1.1 Wade Holbrook asked about vehicle list and if anything was slotted to be replaced. Steve responded that nothing is in need of replacement at this time.

6.1.2 Earl Fleck asked about what the West Nile Numbers were for Washington/Oregon. Washington State had 10 human cases: 6 in Benton County, 1 in Walla Walla County, 1 in Grant County and 2 from Yakima County. There were also some cases with horses and that 80 pools tested positive.

7.0 – Continuing Business

7.1 Elect Vice President – Paul Greenlee nominated Wade Holbrook for Vice President. Nomination was seconded and approved.

7.2 Competitive Bidding Process Edits were completed. Motioned for approval, seconded, motion passed. Final document signed by Linda Dietzman and Earl Fleck

8.0 – New Business

8.1 2015 Budget Proposal/Work Up – Board reviewed the proposed 2015 budget, with specific questions on chemicals, uniforms, professional services. Reviewed process of how the Assessor's office takes the budget numbers and finds a price per parcel. Board requested a budget sheet that shows 2013 budget, 2013 actuals, 2014 budget and 2015 budget for February meeting.

8.2 Ratification of 2015 Budget

Motion to approve 2015 Budget to \$435,837.50 was made by Paul Greenlee, second made by Earl Fleck; motion passed to approve 2015 budget.

8.3 Review current job descriptions – Board requested a red-line copy of present language and proposed language of the job descriptions for review. This was moved to an agenda item for February 2015 meeting.

8.4 Job Description and Pay scale for Lab Technician – Board agreed to review Lab Technician Job Description presented by Steve Kessler prior to the next meeting. Salary Schedule addition to the 2015 pay scale chart was reviewed. Motion to approve addition to pay scale chart, seconded, motion passed.

Adjourn

With no further business the Board President, Linda Dietzman, adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Rebecca Baxter, Recorder

Earl Fleck, Secretary-Treasurer